

NOAA Records Schedule

Series Chapter: 1100

Printing, Binding, Duplication and Distribution Records

1108 Printing, Binding, Duplication, and Distribution Records

This schedule provides for the disposal of all copies, wherever located in the agency, of records relating to printing, binding, duplication, and distribution, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions and to record the production, distribution, and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying these disposition instructions.

This schedule does not cover (a) the record copy of printed materials; (b) records retained by agencies for onsite audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (c) records that reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing), rather than administrative management functions.

1108-01 Administrative Correspondence Files.

Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.

Authorized Disposition- Destroy when 2 years old.	TEMPORARY (GRS 13, item 2)
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1108-02 Joint Committee on Printing (JCP) Reports Files.

Reports to Congress and related records.

- a. Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.

Authorized Disposition-TEMPORARY (GRS 13, 1952, Item 6a)
Destroy when 3 years old.

- b. Copies in subordinate reporting units and related work papers.

Authorized Disposition-TEMPORARY (GRS 13, 1952, Item 6b)
Destroy 1 year after date of report.

1108-03 Plant Establishment Files.

Documents pertaining to proposals for establishing a printing plant, includes requests, feasibility studies, final determinations, and related papers.

Auththorized Disposition- To be Determined
Retain documents until a disposition schedule is issued.

1108-04 Project Files. [See note after item 2b.]

Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.

- a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.

Authorized Disposition-TEMPORARY (GRS 13, item 3a)
Destroy 1 year after completion of job.

Cross-reference NOAA Records Series 1108-06, 1108-07, 1108-09, 1108-10, 1108-12, 1108-13, 1108-14, 1108-15, 1108-16, 1108-17 and 1108-18.

b. Files pertaining to planning and other technical matters.

Cross-reference NOAA Records Series 1108-04, 1108-11.

Authorized Disposition- TEMPORARY (GRS 13, item 3b)

Destroy when 3 years old.

[NOTE: The GRS does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to NARA. Agencies should describe each series of publications on a Standard Form (SF) 115 submitted to NARA. Extra copies are nonrecord and may be destroyed when no longer needed. (NC1-GRS-81-5, items 1a and 1b)]

1108-05 Plant Inspection Files.

Inspections and reviews of printing plants, and recommendations resulting thereof.

Authorized Disposition- TEMPORARY

Cut off at end of calendar year when created. Destroy 2 years later.

1108-06 Internal Management Files.

The records relate to internal management and operation of the unit.

Authorized Disposition- TEMPORARY (GRS 13, Item 7)

Destroy when 2 years old.

1108-07 Printing Liaison Files.

Documents relating to the performance of liaison functions regarding printing with GPO and other non-NOAA organizations.

Authorized Disposition- To be Determined

Retain documents until a disposition schedule is issued.

1108-08 Control Files.

Control registers pertaining to requisitions and work orders.

Authorized Disposition- TEMPORARY (GRS 13, Item 4)

Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.

1108-09 Mailing Lists.

a. Correspondence, request forms, and other records relating to changes in mailing lists.

Authorized Disposition-TEMPORARY (GRS 13, Item 5a)
Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.

b. Card lists.

Authorized Disposition-TEMPORARY (GRS 13, Item 5b)
Destroy individual cards when canceled or revised.

Cross-reference NOAA Records Series 1108-19 and 1108-20.

1109 Mail Management and Messenger Service Files

The principal records documenting mail management and messenger service functions include messenger service data; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery service (such as United Parcel Service).

This schedule covers the records described below, wherever located in an agency but does not cover records that reflect Government-wide programs, such as records held by the U.S. Postal Service, other than those documenting their own internal administrative management functions. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions in this schedule.

1109-01 Metered Mail Files.

Official metered mail reports and all related papers.

Authorized Disposition- TEMPORARY (GRS 12, Item 7)
Destroy when 6 years old.

1109-02 Official Penalty Mail Report Files.

Authorized Disposition- TEMPORARY
Cut off at end of calendar year when created. Destroy 6 years later.

1109-03 Locator and Directory Files.

Locators, directories, and other material used by mail rooms to locate offices or personnel in agency.

Authorized Disposition- TEMPORARY
Destroy when superseded or obsolete.

1109-04 Messenger Service Files.

Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.

Authorized Disposition- TEMPORARY (GRS 12, Item 1)
Destroy when 2 months old.

1109-05 Supervisor's Control Files.

Documents related to daily assignment of personnel and duties, the allocation of vehicles, and other day-to-day operational matters.

Authorized Disposition- TEMPORARY
Destroy when 1 year old or when superseded or obsolete, whichever is applicable.

1109-06 Mail and Delivery Service Control Files.

a. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING both those covered by item 5 and those used as indexes to correspondence files.

Authorized Disposition- TEMPORARY (GRS 12, Item 6a)
Destroy when 1 year old.

b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).

Authorized Disposition- TEMPORARY (GRS 12, Item 6b)
Destroy when 6 months old.

Cross-reference NOAA Records Series 1109-01

c. Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).

Authorized Disposition- TEMPORARY (GRS 12, Item 6c)
Destroy when 6 months old.

d. Statistical reports and data relating to handling of mail and volume of work performed.

Authorized Disposition- TEMPORARY (GRS 12, Item 6d)
Destroy when 1 year old.

Cross-reference NOAA Records Series 1109-01

e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.

Authorized Disposition- TEMPORARY (GRS 12, Item 6e)
Destroy when 1 year old.

f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.

Authorized Disposition- TEMPORARY (GRS 12, Item 6f)
Destroy when 6 months old.

g. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.

Authorized Disposition- TEMPORARY (GRS 12, Item 6g)
Destroy when 1 year old or when superseded or obsolete, whichever is applicable.

Cross-reference NOAA Records Series 1109-10

h. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.

Authorized Disposition- TEMPORARY (GRS 12, Item 6h)
Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.

1109-07 Post Office and Private Mail Company Records.

Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.

a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

Authorized Disposition- TEMPORARY (GRS-12, Item 1a)
Destroy when 1 year old.

Cross-reference NOAA Records Series 1109-08

b. Application for registration and certification of declared value mail.

Authorized Disposition- TEMPORARY (GRS-12, Item 1b)
Destroy when 1 year old.

c. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.

Authorized Disposition- TEMPORARY (GRS-12, Item 1c)
Destroy when 1 year old.

Cross-reference NOAA Records Series 1109-09

1109-08 Classified Document Files.

Documents used to control receipt or delivery of classified documents.

Authorized Disposition- TEMPORARY (Same as 1109-07a above)

1109-09 Postal Irregularities File.

Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.

Authorized Disposition- TEMPORARY (GRS 12, Item 8)

Retention: Destroy 3 years after completion of investigation.

1109-10 Mail Service Correspondence.

General correspondence concerning mail service not described in other items of this subfunction.

Authorized Disposition- TEMPORARY

Cut off at end of calendar year when created. Destroy 1 year later.

*For any disposition listed as **To be Determined**, the functional office/RLO must request disposition authorization by completing Form SF-115 and submitting the completed Form SF-115 to the NOAA Records Officer for clearance/transmittal to NARA for review and approval. Any other files maintained by the office that are not listed above must follow the same process, unless they are listed under Chapter 100 or 200 in the Records Disposition Handbook. Chapter 100 and 200 are applicable to all NOAA employees/offices.*